

*Governor's Office of Community Initiatives
Maryland Commission on African American History and Culture
Banneker-Douglass Museum*

**Archivist
Part-Time Contractual Position**

Part-time Contractual Position with Maryland State Government
Status: preferred commitment of 24 hours per week for 1 year with option for renewal
Salary: \$18.00/hr. Not to exceed \$23,300 annually
Hours: Tues-Friday from 9:30 AM – 4PM with occasional Saturday hours*
No state benefits package

SUMMARY

The Banneker-Douglass Museum—the state museum of African American heritage—seeks an energetic, service-oriented, and collaborative professional with expertise in African American history and culture to manage the day-to-day operations of the Sylvia Gaither Garrison Library at the BDM in Annapolis Maryland.

Responsibilities include, but are not limited to:

- Maintaining the SGGL library collection, including organizing books, periodicals, and other materials
- Assisting patrons with using resources
- Processing MCAAHC and BDM archival collections
- Processing museum records, especially exhibition history
- Accessioning and creating preliminary catalog records for incoming material
- Creating finding aids and other research/access tools
- Fulfilling reproduction requests
- Responding to reference requests
- Coordinating the use of archival materials for exhibits
- Providing research assistance to the MCAAHC, in particular its Historical Search, Preservation and Publications Committee

*The incumbent is also expected to participate in general, all-staff museum duties, such as staffing exhibition opening receptions and assisting with exhibition installation and de-installation.

Reports to BDM Management Team

Qualifications

Required

- Demonstrated knowledge of African American history & culture and the Diaspora
- An understanding of archival theory, standards, and practices methods: arrangement and description, appraisal preservation, and access (digital/physical)
- Excellent research and communication (speaking and writing) skills

- Strong project management and organizational skills
- Ability to manage multiple, competing priorities successfully
- Ability to work independently, set priorities, and meet deadlines in a timely and efficient manner
- Ability to interact effectively with diverse groups of internal clients and the general public
- Proficiency in Microsoft Office
- Experience using database software and Internet search engines

Preferred

- Enrolled or a graduate of a program in Archival Studies, Library & Information Science (ALA accredited), or related field such as History, Public History, or Museum Studies, or Historic Preservation
- 2-4 years of experience working with archives or project exhibitions
- PastPerfect database management experience
- Knowledge of museum standards and practices and current standards for physical and digital archives
- Experience creating online finding aids and other descriptive tools

TO APPLY

Submit: cover letter, resume/CV, writing sample (five pages or fewer), and contact information for two professional references to: Joni J. Floyd, PhD, Director, Banneker-Douglass Museum by email: Joni.Floyd@maryland.gov. **Please put "Part-Time Archivist" in the subject line.**

Deadline: June 30, 2015. 5pm (deadline extended)

PLEASE NOTE: Only candidates selected for an interview will be contacted.
No Phone Calls Please

The BDM is administered by the Maryland Commission on African American History and Culture. The MCAAHC is a unit of the Governor's Office of Community Initiatives, an executive-department agency, whose mandate to coordinate outreach efforts to communities, organizations, and local governments across Maryland serves as a unifying principle for all its departments.